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14 SEP 1966

66-3713

MEMORANDUM FOR: Deputy Director for Intelligence

SUBJECT : DCI Briefings on Program Management

1. The Director has asked that a system of periodic progress reports be initiated on program management in the Agency. For the Intelligence Directorate, these reports will update your contribution to the Program Memoranda on Production, Collection, and Information Processing and Exploitation. The reports will be presented orally, using appropriate graphic material, and planned so that each session does not exceed two hours. The participation of your Planning Officers in developing these briefings is important since the presentation will constitute interim reports on the status of the programs you have incorporated in the Agency's planning, programming, and budgeting system and on future program plans. The first report for the Intelligence Directorate is tentatively scheduled for late November 1966.

2. Progress reports should be organized to report on:

Objectives

Summary of major new program objectives for FY 1967/68

Accomplishments

Significant accomplishments in FY 1966 and FY 1967

Status of Programs

- a. Distribution of resources to major program targets (e.g., funds and manpower against Communist China)
- b. Current and anticipated funding problems (e.g., programs requiring additional funds not provided for in budget)
- c. Significant program or project changes (e.g., termination of programs or projects)

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- d. New program proposals and expected costs (those not included in budgets)
- e. Proposed reprogramming actions (significant transfers of funds between programs and projects, particularly as related to c. and d. above)

Status of Personnel

- a. Serious understaffing and shortage of skills
- b. Proposed reprogramming (transfers) of personnel
- c. Status of training

Organization Matters

Proposed organization changes -- creation of new units, merging of existing units, etc., including proprietary organizations

Special Subjects

Individual treatment of operational or management matters of special significance

3. In your response to the Combined Program Call several subjects were identified, shown below, which should be given special treatment in your first progress report. In some cases you may prefer to schedule separate briefings to permit adequate treatment of these subjects.

- a. Evaluation of critical areas in NPIC processing system (external contract).
- b. Review of value of collection guidance to human source collectors.
- c. Reference support activities in OCR and Collateral Support Division, NPIC.
- d. Review of radio propaganda analysis activities.
- e. Review of NIS Program (in-depth studies vs. general surveys).

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f. Feasibility of combined overseas broadcast and press monitoring.

g. Review of [] production.

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h. Organization of DD/I military intelligence production.

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4. You should have your Planning Officer contact [] Chief, Program Analysis Branch, O/PPB, and work out the details and scheduling of the presentations.

/s/ L. K. White

L. K. White
Executive Director-Comptroller

O/PPB/PAB/[]:clr(9/13/66)[]

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